

Completing a Mid-Year Appraisal

Module Overview

Purpose

As part of the automation of the APPAS policy, supervisors can manage performance evaluations and appraisals through CHRIS Self-service. This automation includes issuing performance plans, and conducting mid-year progress reviews. Once the mid-year appraisal has been created in Build Performance Plan, the manager/main appraiser will need to complete the mid-year appraisal in APPAS. This guide will walk the main appraiser through the steps to complete the mid-year appraisal.

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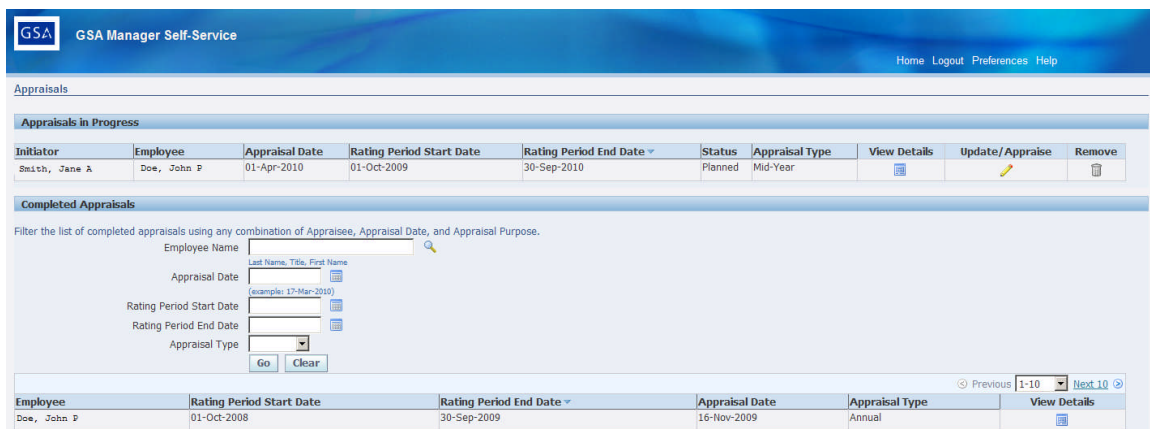
APPRAISALS IN PROGRESS

After logging in to CHRIS click on the GSA Manager Self-Service responsibility on the left hand side of the screen and then select the Appraisals (APPAS) menu option listed on the right hand side of the screen.




This will take you to the Appraisals in Progress screen which is separated in to two sections: "Appraisals in Progress" and "Completed Appraisals".

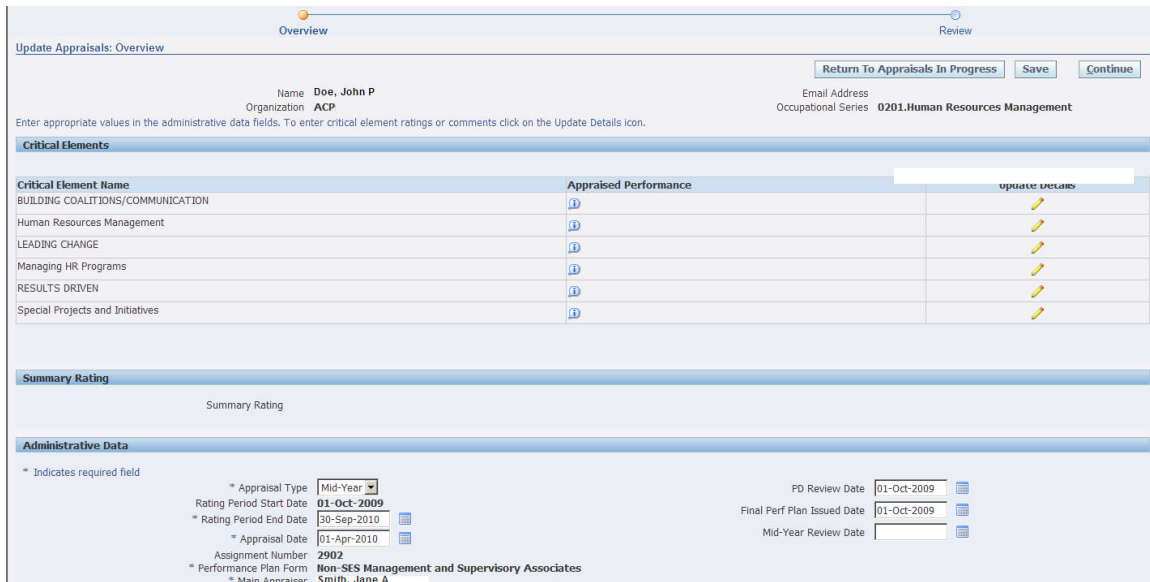
"Appraisals in Progress" gives you a list of Mid Year Appraisals that you created in Build Performance Plan. These are the appraisals we will be working with in this guide.



GETTING STARTED

Step 1

Click on the “Update/Appraise” icon , in the row of the respective employee. This will bring up the “Update Appraisals: Overview” screen.



Update Appraisals: Overview





Overview

Return To Appraisals In Progress Save Continue

Name Doe, John P
Organization ACP
Email Address
Occupational Series 0201.Human Resources Management

Enter appropriate values in the administrative data fields. To enter critical element ratings or comments click on the Update Details icon.

Critical Elements

Critical Element Name	Appraised Performance	Update Details
BUILDING COALITIONS/COMMUNICATION	D	
Human Resources Management	D	
LEADING CHANGE	D	
Managing HR Programs	D	
RESULTS DRIVEN	D	
Special Projects and Initiatives	D	

Summary Rating

Summary Rating


Administrative Data

* Indicates required field

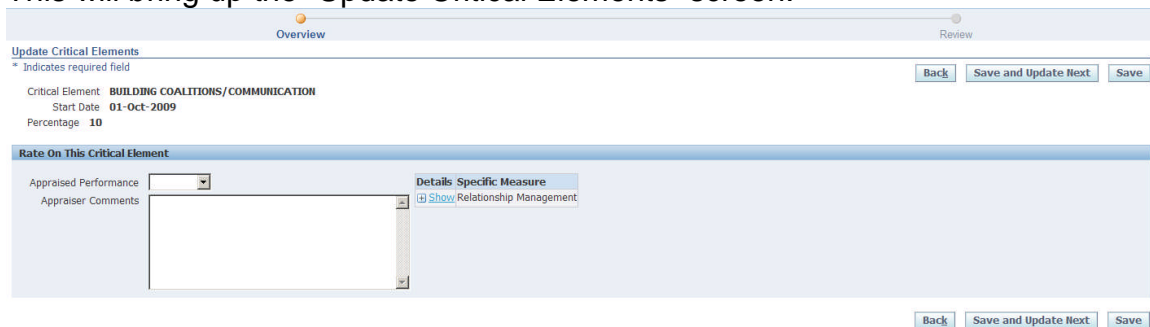
* Appraisal Type Mid-Year
Rating Period Start Date 01-Oct-2009
* Rating Period End Date 30-Sep-2010
* Appraisal Date 01-Apr-2010
Assignment Number 2902
* Performance Plan Form Non-SES Management and Supervisory Associates
* Main Appraiser Smith, Jane A

PD Review Date 01-Oct-2009
Final Perf Plan Issued Date 01-Oct-2009
Mid-Year Review Date

Step 2

Click on the “Update Details” icon , to begin typing in comments or assigning a rating for AFGE employees.

This will bring up the “Update Critical Elements” screen.



Update Critical Elements

Overview

Back Save and Update Next Save


Critical Element BUILDING COALITIONS/COMMUNICATION
Start Date 01-Oct-2009
Percentage 10

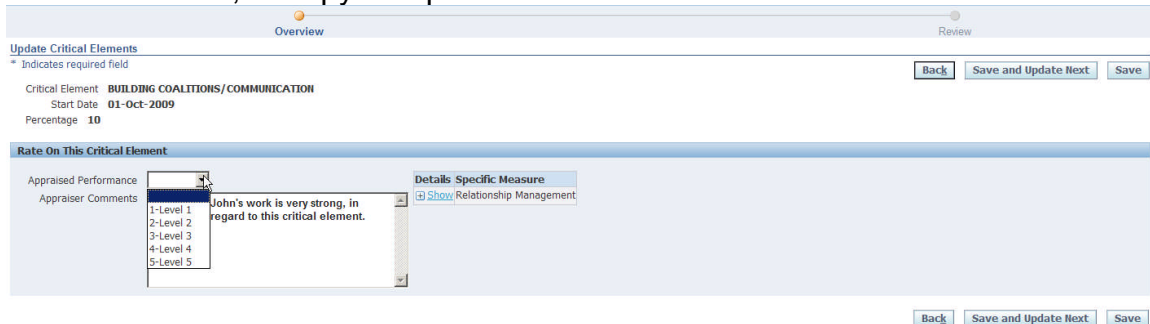
Rate On This Critical Element

Appraised Performance
Appraiser Comments


Details Specific Measure
[Show Relationship Management](#)

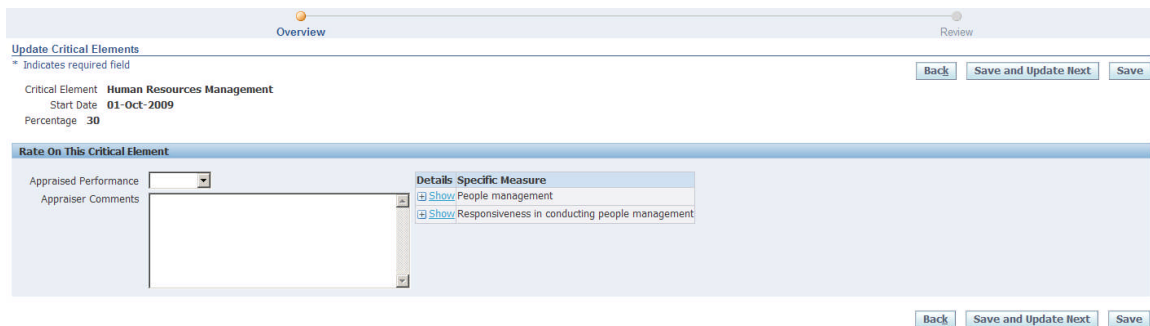
Back Save and Update Next Save


If this is an AFGE employee you may select a rating level from the list of values by clicking on the drop down arrow . If the employee is not an AFGE employee, you may type your comments by typing directly in the “Appraiser Comments” box, or copy and paste from a Word document.

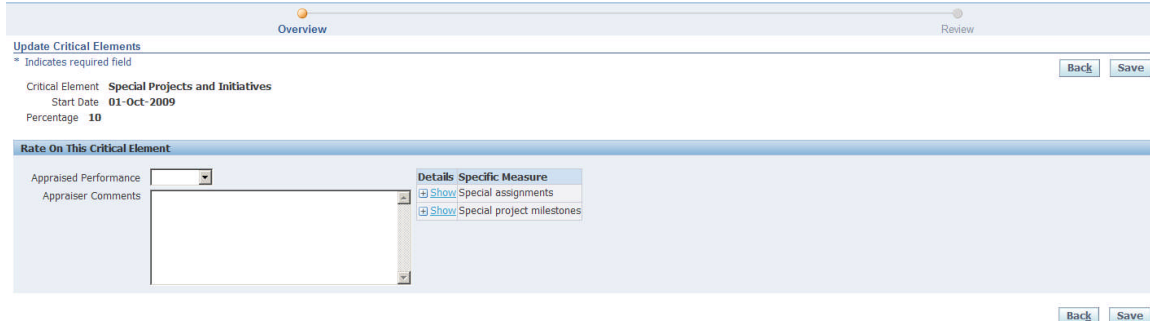


Step 3

Once you have completed assigning a rating level or typing in comments, click on the “Save and Update Next” button . This will take you to the next critical element to assign a rating level or type in comments.



Once you have completed assigning a rating level or typing in comments for the last critical element, click on the “Save” button .



This will return you to the “Updated Appraisals: Overview” screen, where you can see your assigned ratings for an AFGE employee, as well as the “Summary Rating”. NOTE: There will be no summary rating for non-AFGE employees.

Overview Review

Update Appraisals: Overview

Return To Appraisals In Progress Save Continue

Name **Doe, John P**
 Organization **ACP**
 Email Address
 Occupational Series **0201.Human Resources Management**

Enter appropriate values in the administrative data fields. To enter critical element ratings or comments click on the Update Details icon.

Critical Element Name	Appraised Performance	Update Details
BUILDING COALITIONS/COMMUNICATION		
Human Resources Management		
LEADING CHANGE		
Managing HR Programs		
RESULTS DRIVEN		
Special Projects and Initiatives		

Summary Rating

Summary Rating


Administrative Data


* Indicates required field

* Appraisal Type **Mid-Year**
 Rating Period Start Date **01-Oct-2009**
 * Rating Period End Date **30-Sep-2010**
 * Appraisal Date **01-Apr-2010**
 Assignment Number **2902**
 * Performance Plan Form **Non-SES Management and Supervisory Associates**
 * Main Appraiser **Smith, Jane A**

PD Review Date **01-Oct-2009**
 Final Perf Plan Issued Date **01-Oct-2009**
 Mid-Year Review Date

Step 4

On this screen you will need to enter the date that the employee was given their performance plan in the Final Perf Plan Issued Date field if it is blank. The system will also require you input a Mid Year Review Date. You can type directly in the date field box using the format Day-Mon-YR format (ie.,13-Mar-2010) or if you click on the calendar icon , a pop-up calendar will appear and allow you to scroll through the days, months and years to select the appropriate date.


When you are finished typing in the date or dates, click on the “Save” button . Your changes will be saved and you will receive a confirmation message at the top of the screen.

Administrative Data

* Indicates required field

* Appraisal Type **Mid-Year**
 Rating Period Start Date **01-Oct-2009**
 * Rating Period End Date **30-Sep-2010**
 * Appraisal Date **01-Apr-2010**

PD Review Date **01-Oct-2009**
 Final Perf Plan Issued Date **01-Oct-2009**
 Mid-Year Review Date **10-Apr-2010**

Click on the “Continue” button  and you will be routed to the “Updated Appraisals: Review” screen.

Overview Review

Update Appraisals: Review

Cancel Preview Continue Back

Name Doe, John P
Organization ACP
Email Address
Occupational Series 0201.Human Resources Management

Please review the performance plan data. To make changes, such as changing a critical element or percentage, click the Back button. Once you have reviewed the completed performance plan, click the continue button.

Administrative Data

Initiator Smith, Jane A
Appraisal Type Mid-Year
Rating Period Start Date 01-Oct-2009
Rating Period End Date 30-Sep-2010
Performance Plan Form Non-SES Management and Supervisory Associates

Main Appraiser Smith, Jane A
Appraisal Date 01-Apr-2010
Final Perf Plan Issued Date 01-Oct-2009
Mid-Year Review Date 10-Apr-2010

Critical Elements Return to Top

Show All Details | Hide All Details

Details Critical Element Name	Appraised Performance
Show BUILDING COALITIONS/COMMUNICATION	
Show Human Resources Management	
Show LEADING CHANGE	
Show Managing HR Programs	
Show RESULTS DRIVEN	
Show Special Projects and Initiatives	

Cancel Preview Continue Back

Step 5

Review the screen for accuracy and if everything is correct click on the “Continue” button Continue. This will take you to the “Main Appraiser Review” screen. You may make changes to the Main Appraiser on this screen if necessary by clicking on the “Change Main Appraiser” button Change Main Appraiser.

NOTE: Refer to the User Guide titled “Change Main Appraiser” for instructions on changing the Main Appraiser.

Confirmation
Your changes have been saved.

Main Appraiser Review

Return To Appraisals In Progress Edit Appraisal Data Summary Ratings and Comments

Name Doe, John P
Organization ACP
Email Address john.doe@gsa.gov
Occupational Series 0201.Human Resources Management

Administrative Data

Initiator Smith, Jane A
Appraisal Type Mid-Year
Rating Period Start Date 01-Oct-2009
Rating Period End Date 30-Sep-2010
Performance Plan Form Non-SES Management and Supervisory Associates
Main Appraiser Smith, Jane A

Appraisal Date 01-Apr-2010
PD Review Date 01-Oct-2009
Final Perf Plan Issued Date 01-Oct-2009
Mid-Year Review Date 10-Apr-2010

Change Main Appraiser

Critical Elements

Show All Details | Hide All Details

Details Critical Element Name	Appraised Performance
Show BUILDING COALITIONS/COMMUNICATION	
Show Human Resources Management	
Show LEADING CHANGE	
Show Managing HR Programs	
Show RESULTS DRIVEN	
Show Special Projects and Initiatives	

Click on the “Summary Ratings and Comments” button

Summary Ratings and Comments to continue, or the “Return to Appraisals in Progress” button Return To Appraisals In Progress if you want to save your work and finish at a later time.

Step 6

Clicking on the “Summary Ratings and Comments” button

Summary Ratings and Comments will take you to the Summary Ratings and Comments page. You will type in your summary rating overall comments and development and training comments on this page.

You may type directly in the box or copy and paste from a Word document. After you have finished typing in your comments, click on the “Save” button **Save**.

Enter overall comments and development and training comments. If you haven't met with your associate yet, click on SAVE to save your work before printing a copy of the form to share with the employee. Click on PRINTABLE FORM to create a PDF version of the appraisal. You must save your new comments or changes to existing comments before clicking on PRINTABLE FORM. Once you have saved/printed the PDF file, click on RETURN TO APPRAISALS IN PROGRESS to begin evaluating performance for another employee. If you have already met with your associate and are ready to submit the appraisal, click on CONTINUE.

Critical Elements	
Show/All Details	Hide All Details
Details: Critical Element Name	
Show	Managing HR Programs
Show	Human Resources Management
Show	Special Projects and Initiatives
Show	LEADING CHANGE
Show	RESULTS DRIVEN
Show	BUILDING COALITIONS/COMMUNICATION

Summary Rating and Comments	
Summary Rating	
Overall Comments	<div></div>

Development and Training	
Comments	<div></div>

Step 7

Once you have “Saved” your comments, click on the “Printable Form” button **Printable Form** to generate a printable PDF file of the mid-year appraisal. Once the form has printed, use the “Return to Appraisals in Progress” button **Return To Appraisals In Progress** to return to Appraisals in Progress. Repeat **Steps 1 through 6** for each of your employees.

Once you have completed the mid year reviews and printed the Mid Year appraisal forms for all of your employees, you are ready to meet with your employees.

Step 8

Meet with each of your employees to discuss their progress and ask them to sign the printed Mid Year Appraisal form. You can also use this as an opportunity to discuss any changes that need to be made to employee performance plans.

Step 9

After meeting with your employees, return to CHRIS to submit your Mid Year Appraisals in APPAS.

After logging in to CHRIS click on the GSA Manager Self-Service responsibility on the left hand side of the screen and then select the Appraisals (APPAS) menu option listed on the right hand side of the screen.

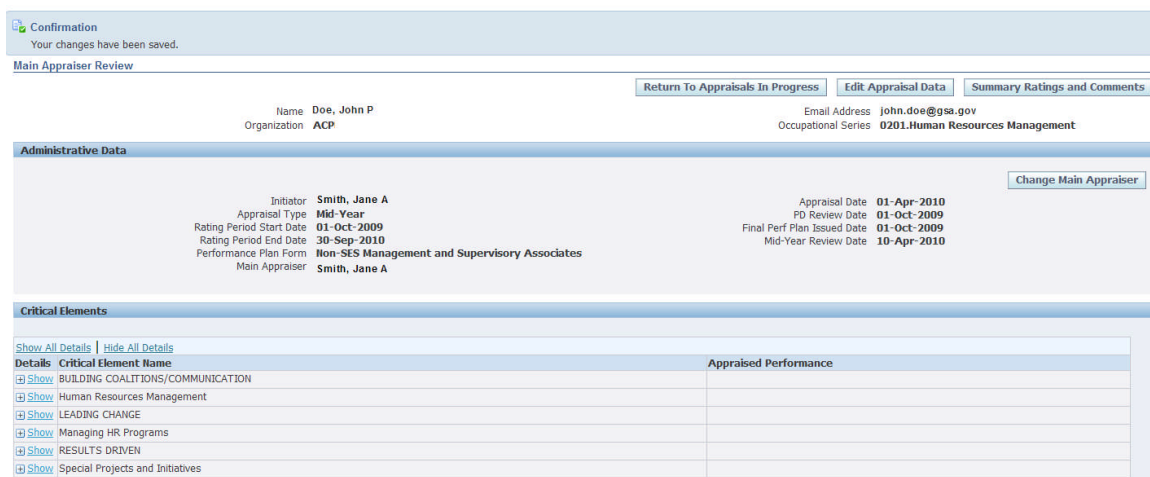


This will take you to the Appraisals in Progress screen, where you will see a list of your employees with Mid Year Appraisals in an “Ongoing” or “Saved” status.

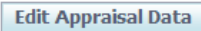




Step 10

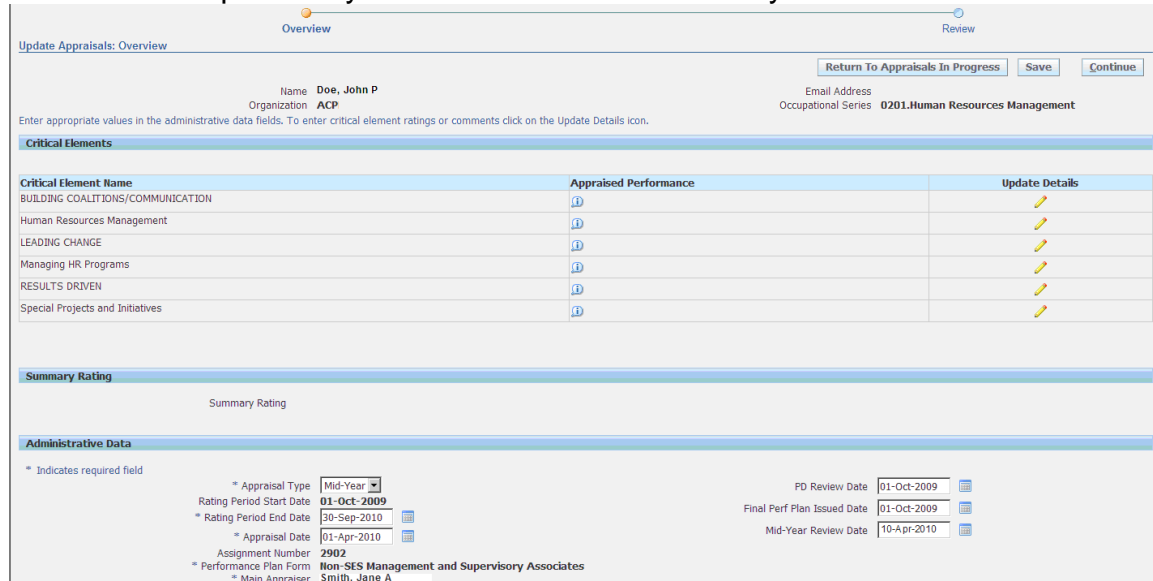
Click on the “Update/Appraise” icon , in the row of the respective employee’s name. This will bring up the “Main Appraiser Review” screen.



Step 11

Click on the “Edit Data Appraisal” button . This will take you to the “Update Appraisals: Overview” screen. Review the information on the screen and if there are no changes to make, then click on the “Continue” button .

If changes are needed to the Critical Elements, click on the “Update Details” icon  to make changes to the comments or rating level (for AFGE employees). You can also update any of the date fields if necessary.



Update Appraisals: Overview







Overview Review

Return To Appraisals In Progress Save Continue

Name Doe, John P
Organization ACP
Email Address
Occupational Series 0201.Human Resources Management

Enter appropriate values in the administrative data fields. To enter critical element ratings or comments click on the Update Details icon.

Critical Elements

Critical Element Name	Appraised Performance	Update Details
BUILDING COALITIONS/COMMUNICATION	1	
Human Resources Management	1	
LEADING CHANGE	1	
Managing HR Programs	1	
RESULTS DRIVEN	1	
Special Projects and Initiatives	1	

Summary Rating


Summary Rating

Administrative Data


* Indicates required field

* Appraisal Type Mid-Year
Rating Period Start Date 01-Oct-2009
* Rating Period End Date 30-Sep-2010
* Appraisal Date 01-Apr-2010
Assignment Number 2902
* Performance Plan Form Non-SES Management and Supervisory Associates
* Main Appraiser Smith, Jane A

PD Review Date 01-Oct-2009
Final Perf Plan Issued Date 01-Oct-2009
Mid-Year Review Date 10-Apr-2010

Once you have completed any necessary changes, or no changes are needed, click on the “Continue” button .

Step 12

This will take you to an “Update Appraisals: Review” screen. On this screen, you can verify any changes made on the previous screen. If the information is accurate, click on the “Continue” button .

Confirmation
Your changes have been saved.

Main Appraiser Review

Return To Appraisals In Progress
Edit Appraisal Data
Summary Ratings and Comments

NameDoe, John P
OrganizationACP

Email Addressjohn.doe@gsa.gov
Occupational Series0201.Human Resources Management

Administrative Data

InitiatorSmith, Jane A
Appraisal TypeMid-Year
Rating Period Start Date01-Oct-2009
Rating Period End Date30-Sep-2010
Performance Plan FormNon-SES Management and Supervisory Associates
Main AppraiserSmith, Jane A

Appraisal Date01-Apr-2010
PD Review Date01-Oct-2009
Final Perf Plan Issued Date01-Oct-2009
Mid-Year Review Date10-Apr-2010

Change Main Appraiser

Critical Elements

Show All Details | Hide All Details

Details Critical Element Name	Appraised Performance
Show BUILDING COALITIONS/COMMUNICATION	
Show Human Resources Management	
Show LEADING CHANGE	
Show Managing HR Programs	
Show RESULTS DRIVEN	
Show Special Projects and Initiatives	

Step 13

You will receive a confirmation that all your changes have been saved and you can now click on the “Summary Ratings and Comments” button

Confirmation
Your changes have been saved.

Main Appraiser Review

Return To Appraisals In Progress
Edit Appraisal Data
Summary Ratings and Comments

NameDoe, John P
OrganizationACP

Email Addressjohn.doe@gsa.gov
Occupational Series0201.Human Resources Management

Administrative Data

InitiatorSmith, Jane A
Appraisal TypeMid-Year
Rating Period Start Date01-Oct-2009
Rating Period End Date30-Sep-2010
Performance Plan FormNon-SES Management and Supervisory Associates
Main AppraiserSmith, Jane A

Appraisal Date01-Apr-2010
PD Review Date01-Oct-2009
Final Perf Plan Issued Date01-Oct-2009
Mid-Year Review Date10-Apr-2010

Change Main Appraiser

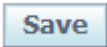
Critical Elements

Show All Details | Hide All Details

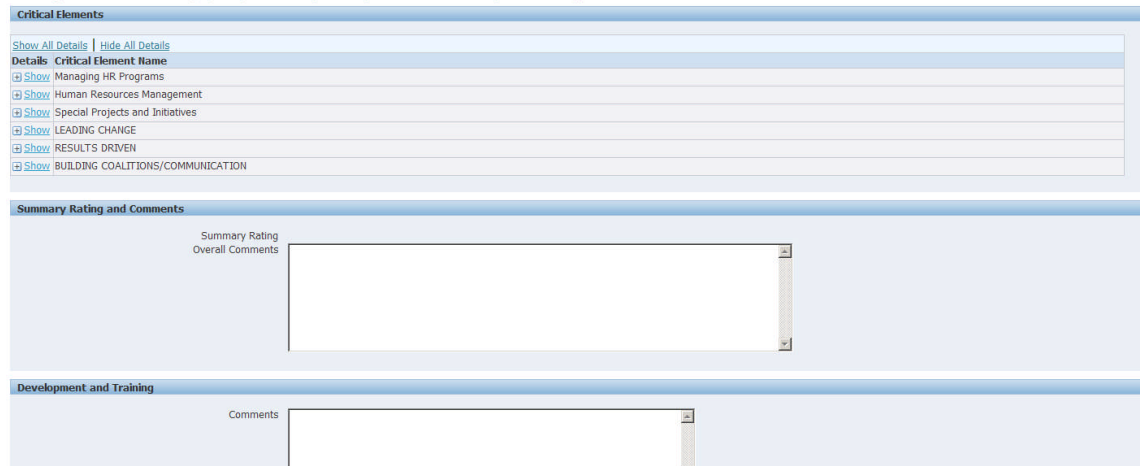
Details Critical Element Name	Appraised Performance
Show BUILDING COALITIONS/COMMUNICATION	
Show Human Resources Management	
Show LEADING CHANGE	
Show Managing HR Programs	
Show RESULTS DRIVEN	
Show Special Projects and Initiatives	


Step 14

On the “Summary Ratings and Comments” screen you now have the opportunity to make any changes to your comments and print a new Mid Year Appraisal form if needed to document your changes. NOTE: You must click on the “Save”


button  to save any changes you make to this screen before printing a new Mid Year Appraisal Form or your changes will not print on the new form.

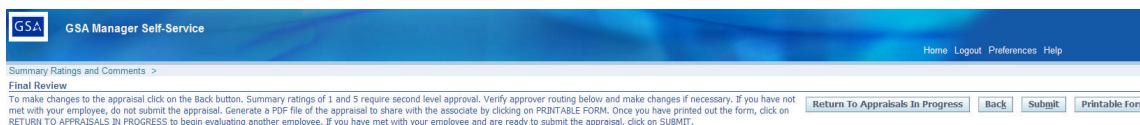
Enter overall comments and development and training comments. If you haven't met with your associate yet, click on SAVE to save your work before printing a copy of the form to share with the employee. Click on PRINTABLE FORM to create a PDF version of the appraisal. You must save your new comments or changes to existing comments before clicking on PRINTABLE FORM. Once you have saved/printed the PDF file, click on RETURN TO APPRAISALS IN PROGRESS to begin evaluating performance for another employee. If you have already met with your associate and are ready to submit the appraisal, click on CONTINUE.





Once you have “Saved” any changes and printed a new Mid Year Appraisal form, you should click on the “Continue” button .

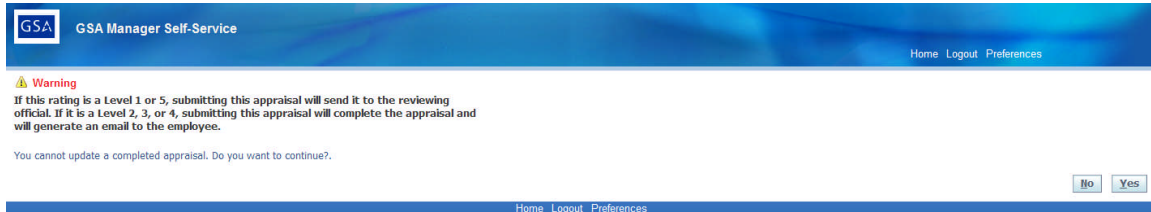
Step 15

The “Final Review” Screen will appear and you have one final opportunity to go back and make any changes or print a new mid-year Appraisal form. If no changes are necessary you may click on the “Submit” button  to complete your mid year progress review.



Step 16

Once you click on the “Submit” button , you will receive a “Warning” message asking if you are your sure you want to submit the Mid Year Appraisal. Click on the “Yes” button .



You will need to repeat **Steps 9 through 16** to complete Mid Year Appraisals for all of your employees.